

Interpreter Referrals

Department of Labor & Workforce Development - Program 6

I. PROGRAM OBJECTIVES

The goal of this program is to assist deaf persons to obtain access to services by the provision of sign language interpreter referral services.

II. PROGRAM PROCEDURES

The grantee provides services in accordance with an approved grant application and agreement from the Division of Vocational Rehabilitation.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirement

As per AS 23.15.100(b)(2), the Department makes grants to public and other nonprofit organizations for the purpose of establishing and operating rehabilitation facilities and workshops. Funds may be expended for the administration and operation of programs designed to address the needs of eligible individuals.

Suggested Audit Procedure

- Test transactions to determine whether expenditures are necessary and reasonable for the performance and administration of the program, and are authorized or not prohibited under applicable guidelines and regulations.

B. ELIGIBILITY

Compliance Requirement

Persons receiving services must be deaf or hearing impaired.

Suggested Audit Procedure

- There are no special suggested audit procedures.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching or level of effort requirements.

D. REPORTING REQUIREMENTS

Compliance Requirement

Quarterly expenditure reports must be submitted to the Division of Vocational Rehabilitation on a Cumulative Fiscal Report form no later than the 30th day after the end of the quarter.

A final financial report must be submitted on or before the 30th day after the date of termination of the project.

A narrative summary of project activities must be submitted semiannually.

Statistical information including the number of individuals served, services provided, the number of new clients/consumers served, and the outcome of services must be submitted 30 days after the end of the calendar quarter.

Suggested Audit Procedures

- Review procedures for preparing reports and evaluate adequacy;
- Review a sampling of reports for completeness of submission;
- Trace data to the supporting documentation; and
- Evaluate adjustments.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirement

Funds must be expended according to the budget included with the grant proposal. Budget revisions must be requested in advance and not later than 90 days before the end of the period of performance. Revisions must be requested for any changes, which may affect the goals and objectives, line items specifically addressed in the negotiating process, or 10% or more of a line item.

Suggested Audit Procedure

- Compare actual expenditures with the approved budget to determine if revisions were made appropriately and timely.

Modified 5/01